



CLEAN AIR RESOURCE CENTER & THE SMALL BUSINESS ASSISTANCE GRANT PROGRAM

Thank you for your interest in the Clean Air Resource Center (CARC) and the Small Business Assistance Grant Program, both administered by the Ohio Air Quality Development Authority (OAQDA). We are here as a resource to help Ohio's small businesses make clean air compliance affordable. More information on these resources are available online at: <https://ohioairquality.ohio.gov/Our-Services/Small-Business>.

Below are a few helpful hints as you begin to share information about your project and company with OAQDA.

GENERAL INFORMATION

- All participants must utilize OAQDA bond financing for the eligible project costs with a willing lender to access the following financial assistance:
 - Grant funding equals 20% of the total equipment cost or a maximum of \$20,000, whichever is less, to include:
 - Closing Costs Assistance – if the project is approved, you will receive reimbursement for legal fees, OAQDA fees and other eligible closing costs associated with the bond financing transaction. Please note, the financing must be secured **BEFORE** equipment is purchased.
 - Principal Payment – after confirming notification that the equipment has been installed and operational, OAQDA will issue payment to your lender equal to the remainder of the approved grant funds **after** reimbursement for closing costs.
 - Exemption on sales and use taxes for the equipment and related purchases as defined by OAQDA for the air quality facility project. To apply, the purchase must occur after the closing of the bond financing and receipt of an air quality certificate. The project owner can share this certificate with vendors for proof of the tax exemption.

APPLICANT ELIGIBILITY REQUIREMENTS

- ☐ Your principal place of business is in Ohio and employs one hundred (100) or fewer employees
- ☐ Independently owned and operated with offices or operating facilities maintained in Ohio
- ☐ Experiencing financial difficulty complying with the Clean Air Act
- ☐ Emits less than seventy-five (75) tons per year of all regulated pollutants, or emits fifty (50) tons or less per year of any regulated pollutant
- ☐ A loan secured from a lending institution, which will purchase the OAQDA bond in a principal amount equal to the loan that provides the source of capital for the eligible project

REQUIREMENTS FOR SUBMISSION

- ☐ Completed and signed Application (include supplemental pages, if necessary)
- ☐ Completed and signed Authorization to Release Tax Information
- ☐ Completed Request for Taxpayer Information
- ☐ Completed and signed W-9
- ☐ Proof of registration with the Ohio Secretary of State

PAYMENT INFORMATION

In order to receive grant assistance from OAQDA, your company will need to provide your State of Ohio Supplier ID and provide a payment remittance address for the closing cost assistance grant payment.

If your company does not currently have a State of Ohio Supplier ID, you will need to create an OH/ID account and then register as a State of Ohio supplier and obtain a Supplier ID. Obtaining an OH/ID account and registering as a supplier is done through the Ohio Department of Budget and Management's Shared Services Division. This process is independent of OAQDA and must be completed by your company. Your lender must also register if they are not already registered.

Steps to take:

1. Create an OH/ID account via Shared Services at <https://supplier.ohio.gov/>
2. Via your OH/ID account register as a State of Ohio Supplier by associating your company to your OH/ID account
3. If you have any questions or issues reach out directly to the ~~Ohio Shared Services~~ Ohio OBM Shared Services Contact Center for assistance
 - a. By phone: 1.877.OHIOSS1 (1.877.644.6771) Monday-Friday 8:00am-5:00pm EST
 - b. By email: OBM.SharedServices@OBM.ohio.gov
4. Provide your company's Supplier ID to OAQDA
5. Provide a payment remittance address to OAQDA

SUBMISSION AND CONTACT INFORMATION

Complete and email the forms to: application@aqda.state.oh.us

Or send to: Ohio Air Quality Development Authority
c/o Clean Air Resource Center
50 West Broad Street
1118 LeVeque Tower
Columbus, OH 43215-5911
Fax: (614) 752-9188

If you have any questions or require further assistance contact us at: (614) 224-3383.

CLEAN AIR RESOURCE CENTER
SMALL BUSINESS ASSISTANCE GRANT APPLICATION

APPLICANT AND BUSINESS INFORMATION

Legal Business or Individual Name: (Must Match W9 submitted as part of the Tax Status Review Packet)

Business Name, Trade name, Doing Business as: (If different than above)

Type of Business (Check the box that applies):

Sole Proprietor ☐ Individual ☐ Partnership ☐ Corporation ☐ Limited Liability Company ☐

Association ☐ Not-for-Profit ☐ Public Entity ☐ Other ☐ _____

Is this business owned by a woman? ☐ Yes ☐ No

Is this a minority-owned business? ☐ Yes ☐ No

Is this business owned by a veteran or individual on active service? ☐ Yes ☐ No

Tax Identification Number/Social Security Number: _____

NAICS Code: _____

Address: _____

City, State & Zip: _____

County: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Include a brief description of your business (This description may be shared for public use):

The length of time the applicant has been operating in Ohio: _____

Number of Employees: _____

How did you hear about the program: _____

PROJECT LOCATION (if different from above)

Address: _____

City, State & Zip: _____

County: _____

PROJECT OWNER INFORMATION

Name: _____

Title: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

TECHNICAL OR PROJECT CONTACT (should be able to respond to technical questions on application):

Name: _____

Title: _____

Company: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Professional Credentials: _____

AIR QUALITY

Does this entity emit fifty (50) tons or more per year of any regulated pollutant? Yes ☐ No ☐

Does this entity emit less than seventy-five (75) tons per year of all regulated pollutants? Yes ☐ No ☐

Air pollutants/contaminants emitted by your business: _____

Ohio EPA Source & Premise Number: _____

PROJECT

Brief description of proposed air quality facility (This description may be shared for public use):

Estimated Ohio content for project: _____

Additional full-time employment that will result from the completion of this project: _____

Status of plans for Project:

Working with equipment vendor Yes ☐ No ☐

If yes, who? _____

Have you received multiple bids for the equipment? Yes ☐ No ☐

Contract with consulting engineers Yes ☐ No ☐

Preliminary plans completed Yes ☐ No ☐

Provide equipment specification sheets, reports, statements or plans applicable to the project.

Is an Ohio OEPA permit required? _____

If yes, is the permit in process or received and date: _____

ESTIMATED EMISSION REDUCTION FOR THE PROJECT

Type(s) of regulated pollutant emissions that will be reduced (VOCs, perchloroethylene, other):

Amount reduced: _____

Does the project result in a reduction of energy usage from existing conditions? Yes ☐ No ☐

If yes, please identify the estimated energy savings:

Electricity savings (kilowatt-hour (kWh) or applicable): _____

Natural gas savings (MMBtu or applicable): _____

Other fuel source (name and estimated savings): _____

Other emission/reduction as it pertains to your specific project:

FINANCING INFORMATION

Estimated cost of facility / equipment: _____

Include project term sheet and/or disclosure of financing.

Provide project budget:

<u>Equipment (Make/Model)</u>	<u>Equipment Material Costs</u>	<u>Equipment Ancillary Costs*</u>	<u>Inclusion Rationale**</u>
	\$	\$	<u>ER/EE/Other</u>

* Include all anticipated associated miscellaneous costs (project management, consulting and professional service fees)

** Emissions Reduction (ER), Energy Efficiency (EE), Other (Please specify), etc.

- Include a sources and uses statement which specifies the plan for OAQDA funds
- Include a copy of all relevant invoices/quotes pertaining to the equipment

Loan Amount: _____ Closing date requested: _____

Proposed Lender: _____

Has the proposed lender received information regarding the OAQDA's Small Business Assistance Grant Program and their role in the bond transaction to purchase the OAQDA bond for your project? *Note: OAQDA can be helpful in lender education.*

Yes ☐ No ☐

Loan Officer Name: _____

Title: _____

Address: _____

City, State & Zip: _____

County: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

COMMUNITY IMPACT

Describe below your project's role in improving the community along with other local impacts including but not limited to:

- Describe any local benefits to your local community, including air quality, economics, community development, etc.
- Identify the specific jurisdictions impacted by or encompassing the project site (i.e. municipalities or townships, county, school district or other local entities) and reference any local officials who have been notified of your project application.
- Describe the viability of project with or without OAQDA financing.

Does this business have corporate sustainability goals or plan? ☐ Yes ☐ No

If yes, please submit as an attachment to this application.

Does this business have community-based goals or commitments, such as a Corporate Social Responsibility Plan?

☐ Yes ☐ No

If yes, please submit as an attachment to this application.

Please attach additional information as necessary.

[illegible]

FINANCIAL LIABILITY / PRIOR LEGAL ACTION

Identify if the applicant, owner, related companies or any of their respective officers:

Owe any delinquent taxes to the State, any state agency, or a political subdivision of the State? Yes ☐ No ☐

Owe any monies to the State or to a state agency for the administration or enforcement of the environmental laws of the State?

Yes ☐ No ☐

Owe any past-due monies to the State, a state agency, or a political subdivision of the State? Yes ☐ No ☐

Have any existing tax liens by the state of or a political subdivision of the State? Yes ☐ No ☐

Have a state loan on which it has defaulted? Yes ☐ No ☐

Been convicted of a felony? Yes ☐ No ☐

Been convicted of or enjoined from any violation of state or federal securities law? Yes ☐ No ☐

Been a party to any consent order or entry with respect to an alleged state or federal securities law violation?

Yes ☐ No ☐

Been a defendant in a civil or criminal action? Yes ☐ No ☐

If you answered yes to any of the above questions, please explain: _____

CERTIFICATION

By submitting this Grant Application, the undersigned certifies that it is an eligible small business within the meaning of Section 3706-2-01 of the Ohio Administrative Code. This business certifies that it:

- (1) is a small business stationary source, as defined in the Clean Air Act Amendments of 1990;
- (2) is not a major stationary source;
- (3) employs one hundred (100) or fewer individuals;
- (4) emits less than seventy-five (75) tons per year of all regulated pollutants;
- (5) emits fifty (50) tons or less per year of any regulated pollutant;
- (6) has its principal place of business in the state;
- (7) maintains offices or operating facilities in the state;
- (8) is a small business concern as defined in the Small Business Act;
- (9) demonstrates financial difficulty; and
- (10) has not been issued a grant from the small business assistance fund during the previous two years from the submission date of new application forms.

The undersigned further certifies that should a grant be awarded to this business, the funds will be used exclusively to pay expenses associated with the acquisition of an air pollution control facility, as defined by Section 3706.01 (G) of the Ohio Revised Code, including, but not limited to, purchase of equipment, legal fees, closing fees, authority fees and other fees associated with the Authority's bond financing, for a maximum of 20% of total project costs, or a maximum of \$20,000, whichever is less, in order to comply with the Clean Air Act, and that it will:

- (i) Secure a loan from a lender or other entity, which will purchase air quality revenue bonds issued by the Authority in a principal amount equal to the loan, to provide the necessary capital to fund the air quality facility;
- (ii) Enter into a loan agreement with the Authority to pay principal, interest, and any premium on the air quality revenue bonds, which will be assigned to the lender as the holder of the air quality revenue bonds;
- (iii) Assist in the coordination with the lender, who is willing and able to execute on the loan agreement(s) in conjunction with the agreement(s) prescribed by the Authority for the issuance of air quality revenue bonds;
- (iv) Be responsible to pay all fees associated with the financing of the air pollution control facility as a condition to close with the understanding that eligible OAQDA fees will be later reimbursed as part of the grant should it be approved and awarded for the project.

All information provided herein is true and accurate to the best of my knowledge. I/We understand that all statements contained herein will be relied upon in awarding a grant to the business named herein and will constitute a part of the Grant Agreement should a grant be awarded by OAQDA under the Small Business Assistance Grant Program.

This application must be verified and signed by the applicant, a member of the firm or an officer of the corporation/association applying for financial assistance, including the grant funds.

Date: _____

Name: _____
(Signature)

Title: _____

Telephone: (_____) _____

PREVIOUS LENDERS

While this is not an endorsement of any of the following lending institutions, the following is a list of some of the lenders that OAQDA has worked with as part of the program in support of small businesses.

- Citizens Bank
- Dollar Bank
- Fairfield National Bank
- Farmers & Merchants
- Farmers National Bank
- First Federal Leasing
- First National Bank of Pennsylvania
- Global Financial & Leasing Services
- Growth Capital Corp
- Heartland Bank
- Huntington National Bank
- Huntington Technology Finance
- JP Morgan Chase
- KeyBank National Association
- Liberty National Bank
- Mutual Federal
- Park National Bank
- PNC Bank, National Association
- Richland Bank
- S&T Bank
- State Bank & Trust Company
- Sutton Bank
- U.S. Bank
- VacationLand Federal Credit Union
- Waterford Bank
- Wells Fargo Equipment Finance